

Blanco County Justice of the Peace, Precinct 4 Office is currently seeking a part-time employee. Applicants must be flexible – 1 to 2 days per week as needed during normal working hours, Monday through Friday.

Knowledge of general office duties including, but not limited to:

Proper telephone etiquette

Computer literate (Word, Excel, Outlook)

Copy/Fax/Scan of documents

Basic math skills

This position requires attention to detail and accuracy. Applicant must be empathetic towards the public, kind & considerate and able to use discretion and be confidentiality conscious.

This position is supervised and works alongside the Chief Clerk.

The fillable application is located at the bottom of the page.

Hand carry completed application to:

JP#4 Office
402 Blanco Ave.
Blanco, TX

or USPS mail to:

JP#4 Office
PO Box 596
Blanco, TX 78606

APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED.